

## INFORMATION PAPER

ATSG-AGP  
30 March 2006

SUBJECT: Update and Maintain the DD Form 93, SGLI, FSGLI and TSGLI

1. Purpose. Accurately process Emergency Data Notification

2. Facts.

a. Maintaining emergency data on a Soldier is one of the most important functions a Human Resource Clerk will perform. These documents are the most sensitive forms that will be prepared during your tenure. These forms, once signed are official and legal documents that designate the beneficiaries of benefits in the event the individual is reported missing or deceased. It provides the name and address of the person(s) to be notified in case of an emergency, sickness or death. Errors in preparation will delay the payment of benefits, the Army's Casualty Notification process, or even cause other hardships upon the Soldier's next of kin.

b. What will you learn from this class:

- (1) Rules and procedures to correctly process, update and verify the DD93, SGLV 8286, SGLV 8286A, SGLV 8285, SGLV 8285A.
- (2) Definitions that will enhance the clerks knowledge and create a better understanding to the Soldier, when providing customer service.
- (3) Procedures to manually and electronically process the documents.
- (4) Payment Options
- (5) Distribution procedures

c. Target Audience should be the **BDE** - 420A, 42A50, 42A (skill levels 10 thru 30), **BN** – 1 NCO Supervisor, 1 Clerk.

d. Prerequisites: eMILPO access and attend IASO class. A certificate will be issued to all Soldiers who meet course requirements and prerequisites.

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